



STATE OF CALIFORNIA  
**Department of Parks and Recreation**  
EXAMINATION ANNOUNCEMENT  
**ASSOCIATE ADMINISTRATIVE ANALYST**  
**(ACCOUNTING SYSTEMS)**  
**DEPARTMENTAL PROMOTIONAL - SPOT**



**AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.**

JM36-5304

4PR02

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**DEPARTMENTAL FOR**

Department of Parks and Recreation

**POSITIONS EXIST**

This is a **SPOT** examination for Sacramento County; position exists in Sacramento. Candidates may only establish eligibility for this county.

**WHO SHOULD APPLY**

This is a Departmental Promotional examination for the **Department of Parks and Recreation**. Applicants must meet one of the following criteria in order to participate in this examination:

1. Must have a permanent civil service appointment with the testing department as of the final filing date; or
2. Must meet the provisions of the State Personnel Board Rule 234, 235, or 235.2; or
3. Must be a current or former employee with the Legislature for two or more years as defined in Government Code 18990; or
4. Must be a current or former non-elected exempt employee of the Executive Branch for two more consecutive years, as defined in Government Code 18992; or
5. Must be a person retired from the United States military, honorable discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants who meet the criteria to participate in this examination under 3, 4, or 5, and if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

Persons applying using Veterans preference must submit a copy of their DD214 with their Standard State Application (STD. 678)

**WHERE TO APPLY**

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

**By mail:**

Department of Parks and Recreation  
Attention: Selections Unit  
P.O. Box 942896  
Sacramento, CA 94296-0001

**In person:**

Department of Parks and Recreation  
1416 9th Street  
Room 1018 (10th floor)  
Sacramento, CA 95814

**NOTE: INCLUDE EXAM CODE 4PR02 ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".** Only applications for the **Associate Administrative Analyst (Accounting Systems)** will be accepted. If you are applying for multiple examinations you must file a separate application for each examination. Failure to do so will result in the rejection of your application from this examination.

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Exam Title: Associate Administrative Analyst (Accounting Systems)  
Exam Code: 4PR02

Release date: January 31, 2014  
Final Filing Date: February 13, 2014

#### FINAL FILING DATE

Applications (Form 678) must be postmarked no later than **February 13, 2014, the final filing date**. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

#### EXAMINATION DATES

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **February/March 2014**.

#### SALARY RANGE

\$4619 - \$5784

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application (STD. 678). You will be contacted to make specific arrangements.

#### ELIGIBLE LIST INFORMATION

A departmental promotional spot eligible list will be established for the Department of Parks and Recreation in Sacramento. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **February 13, 2014, the final filing date**.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Pursuant to Government Code § 18935(b), candidates with permanent status at the Associate Administrative Analyst (Accounting Systems) level or above, may not be eligible to apply for this examination.

#### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

##### Either I

**Experience:** One year of experience in the California state service performing duties comparable to those of an Assistant Administrative Analyst (Accounting Systems).

##### Or II

**Experience:** Three years of increasingly responsible technical experience in governmental, commercial, or public accounting performing any one or a combination of the following types of work:

1. Development and installation of varied accounting systems. **Or**
2. Preparation of comprehensive and complex financial statements and tax returns. **Or**
3. Directing or assisting in the direction of the accounting and budgetary work of a business concern or governmental agency. **Or**
4. Analytical and critical examination of financial records and books of accounts of business concerns or governmental agencies.

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[At least one year of the qualifying experience shall have been equivalent in level to an **Assistant Administrative Analyst (Accounting Systems)** in the California state service. In the evaluation of experience, greater weight will be given to experience in the full-time development and installation of accounting systems.] **AND**

**Education:**

**Either**

1. Equivalent to graduation from college, with specialization in accounting. **Or**
2. Completion of either:
  - a) A prescribed accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advance accounting, auditing, and cost accounting; and business law. **Or**
  - b) The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

**POSITION DESCRIPTION**

The Associate Administrative Analyst (Accounting Systems) under general direction makes studies of the accounting systems and financial organization, policies, procedures, and practices of State agencies; prepares reports containing recommendations; provides consultative service to State agencies; does other related work.

**EXAMINATION INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. OR, if conditions warrant** the examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately completing his or her application. List all experience relevant to the "Requirements for Admittance to the Examination", even if that experience goes beyond the required years stated. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**QUALIFICATIONS APPRAISAL INTERVIEW (WEIGHTED 100%)**

**SCOPE:**

**A. Knowledge of:**

1. Accounting principles and practices.
2. Governmental accounting and budgeting.
3. Administrative survey principles and techniques.
4. Principles of organization, administration, and management.
5. Uniform accounting system and financial organization and procedures of the State of California.
6. Principles of public administration.
7. Office methods, equipment, and procedures.
8. Statistical methods.
9. Principles of personnel management and supervision.
10. Principles and procedures of automatic data processing systems.

**B. Ability to:**

1. Apply administrative survey principles and techniques to the analysis and development of accounting and financial organization, procedures, and problems of governmental agencies.
2. Establish and maintain cooperative relationships with representatives of public and private agencies.
3. Prepare questionnaires and interview effectively.
4. Supervise the work of both technical and clerical assistants.
5. Analyze data and draw sound conclusions.
6. Communicate effectively.
7. Prepare comprehensive reports and compile manuals of accounting procedures.
8. Analyze situations accurately and adopt an effective course of action.

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**Exam Title:** Associate Administrative Analyst (Accounting Systems)  
**Exam Code:** 4PR02

**Release date:** January 31, 2014  
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#### **VETERANS' PREFERENCE CREDITS AND CAREER CREDITS**

Veterans' preference credits and career credits are not granted in promotional examinations.

#### **CONFIDENTIALITY AND SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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**GENERAL INFORMATION**

**For an examination without a written feature**, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 653-2012, **three weeks after the final filing date** if he/she has not received a progress notice.

**If a candidate's notice** of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov), and local offices of the Employment Development Department, and the Department of Parks and Recreation.

**If you meet the requirements**, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Parks and Recreation** reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Eligible Lists**: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only**: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.: State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, OR 3) a person retired from the United States military, honorably discharged from active duty with a service connected disability, or honorably discharged from active duty as defined in GC, Section 18991. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

**General Qualifications**: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope**: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9<sup>th</sup> Street, Room 1018, Sacramento, CA 95814 (916) 653-2012

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)